



**WASHINGTON STATE
DEPARTMENT OF REVENUE
Unclaimed Property Section**

**Instructions For
Completing The
Summary Report For
Unclaimed Property**

All holders reporting unclaimed property must complete a Summary Report for Unclaimed Property. Holders with nothing to report who have filed reports with us in the past need to file a negative (zero) report. Those who have never reported to us and have nothing to report are not required to file.

Negative Reports: To file a negative report, complete the Summary Report for Unclaimed Property. Enter 0 for step number 4 and for the report total.

1. **Holder Reporting Number, Name and Address** - Please type or print your Washington State unclaimed property holder number in the upper portion of the box, if known. If holder number is unknown, please leave blank. Print or type your entity's name and address in the lower portion of the boxed area. This address will be used for any future reports or correspondence regarding unclaimed property.
2. **Name or Address Change** - If the address is preprinted and is incorrect, write the correct address in the space provided. Please note any name changes, mergers, and/or listing of subsidiaries that may be reporting under the same holder name.
- 3a. **Federal ID Number** - Write your nine digit federal identification number.
- 3b. **Report Year** - Write the year for which the report is being filed.
- 3c. **State of Incorporation and Date** - Write your state of incorporation and the date incorporated.
- 3d. **Primary Business Activity** - Briefly describe your primary business activity.
4. **Categories of Property** - First complete the detail report(s) for unclaimed property. Then summarize the totals for each property type by indicating the category code and the total amount for the particular property type. A listing of codes for the different property types is on the back of the Summary Report for Unclaimed Property.

CONTACT PERSON: Complete this section only if there are changes to the existing data on file, or if there is a new contact person. Write the name and telephone number of the person most familiar with the details of the report. This person may be contacted should any questions arise concerning the report.

Finishing the Summary Report for Unclaimed Property - The report must be signed by an authorized individual. Also, the number of pages of the report (not including the Summary Report page) and the total dollar amount of the report should be indicated.

The Summary Report for Unclaimed Property is to be mailed with all detail reports by November 1st. Your remittance must be mailed with the reports.
Mail reports to:

State of Washington
Department of Revenue
Unclaimed Property Section
PO Box 448
Olympia, WA 98507-0448

COMPUTER PRINTOUTS AND ELECTRONIC REPORTS: Computer output may be accepted by the Department as a report of unclaimed property if it follows the format of the form (prior approval mandatory). Electronic reporting must have prior approval from the Department.

DUE DILIGENCE: As of July 1, 1996, due diligence letters must be sent between May 1st and August 1st to owners over \$75.00. You do not need to send a letter if the address is known to be undeliverable.

ADDITIONAL FORMS: Photocopies are acceptable.

ADDITIONAL INFORMATION: If you have questions regarding your reporting obligations, please contact us at the address listed above or call (360) 753-5538.

PLEASE NOTE: Funds remitted to the Department which the Holder later pays to the owner or discovers were reported in error must be reclaimed using the Certificate of Holder form. Do not deduct these funds from the current report.